

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

RISK MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Risk Management Division, including risk assessment and transference, safety, worker's compensation, liability and property exposure; to administer the Internal Service Fund for the self-insurance of risk; and to provide complex staff assistance to the Financial Services Manager.

Supervision Received and Exercised:

Receives general direction from the Financial Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals, objectives and work plans for the Risk Management Division.
- Develop and implement program policies and procedures; ensure conformance of program operations to standards and regulations; meet with other City department directors and division managers to address safety, insurance and liability concerns which relate to Risk Management.
- Research and evaluate the City's exposure to loss and potential risks; recommend and implement methods to reduce, eliminate or transfer potential losses and risks to the City.
- Survey real estate property replacement values and cash values on all City equipment to determine and maintain proper levels of insurance coverage.

CITY OF TEMPE

Risk Manager (continued)

- Determine and recommend which City assets require purchased insurance coverage and which are appropriate for self-insurance of risk.
- Procure property and liability insurance, as required, in order to conserve the resources of the City; and provide technical assistance in evaluating proposed insurance contracts.
- Administer an in-house program to investigate and take appropriate settlement action for liability and property damage claims; negotiate with claimant or claimant's attorney in settling claims within prescribed guidelines.
- Administer the City's self-insured, worker's compensation plan
- Review bid proposals and contracts for risk management provisions, loss control and loss prevention programs, risk retention determinations and the analysis and verification of claims.
- Serve as the City's liaison with consultants and attorneys contracted by the City to review general liability, claims, other insurance programs and with other agencies contracted by the City to investigate claims against the City.
- Participate in the inspection and review of City operations and facilities for safety/risk management provisions and recommend appropriate corrective action.
- Maintain close working relationships with the City Attorney's office on legal issues, contracts and judicial pronouncements relative to Risk Management.
- Prepare the Division's budget; assist in budget implementation; participate in the forecast of additional funds for staffing, equipment, materials, and supplies; administer the approved budget; monitor expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare and present reports and statistical data relating to risk management operations and program performance.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

CITY OF TEMPE
Risk Manager (continued)

Experience:

Five years of increasingly responsible risk management experience, including two years of administrative and/or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in risk management, insurance, business administration, finance, or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 0420

Salary Range: 46

Compensation Plan: P40 / Regular

FLSA: Exempt